There are a number of pieces of supporting documentation that need to be uploaded to the Environment Agency (EA) Registry in support of your CCA application.

Applicants are often confused about the format and content that the EA require for these documents.

In this information note we have provided examples of the different documents you need to prepare and submit alongside your CCA application form and 70/30 spread sheets.

IMPORTANT NOTE: The examples we have provided are intended to illustrate the format and required elements to be contained in the supporting documentation. Please do NOT copy them and simply replace some wording; the EA expect each site submission to be specific to that site and prepared individually by the applicant, so please use your own design and content for your documents.
Documents required to support a CCA Application:

- **Pages 3-4 : Process Description**
- **Pages 5-6 : Eligible Process**
- **Pages 7-8 : Directly Associated Activities**
- **Pages 9-10 : Process Flow Map**
- **Pages 11-15 : Annotated Site Plan**
- **Pages 16-21 : the 70/30 Rule, Eligibility & Submetering**
Document 1 – Process Description

• This should be a document describing the end to end process.

• The document must be supplied in pdf format.

• The document must contain a description of all activities on site, including ineligible activities. However, as this document determines the eligibility of the site, it must contain a reference to the eligible process/business activity being undertaken. i.e. it needs to describe how it is eligible for the data centre CCA when the eligibility criteria is:

The business activity is the leasing or licensing of a data facility which is being used as a data centre. “data facility” means a room, or rooms sharing the same electricity supply circuit, occupied mainly or exclusively by computer equipment which is enabled to transfer data electronically, and where in respect of the room or rooms—

- the temperature and humidity is regulated in connection with the operation of the computer equipment;
- the electricity supply is at least 200kW; and
- electricity is supplied by a back-up electricity supply when the mains supply is interrupted.

Please see next page for an example Process Description
[Organisation Name]

[Site Name], [Site Address]

**Process Description**

The business activity at the [site name] site in [site location] is the leasing or licensing of a data facility which is being used as a data centre; this is through the provision of serviced co-location facilities for our clients. The service provides secure, air conditioned data halls for the installation of client’s servers which can be provided at rack, cage or whole suite level.

The single storey site building comprises of several data halls with cooling provided by computer room air conditioning (CRAC) units. In addition there are some small office facilities for the organisation’s data centre and sales staff. There is also a loading bay and facilities for the clients to offload and assemble equipment prior to installation in the co-located space.

Heat rejection for the data halls is via externally located free cooling chillers. Humidity control and air handling is via additional separate systems to maintain the safe operation of client’s computer equipment.

The site is capable of delivering 4.8 MW of IT power to approximately 3,000m² of net customer data centre space. The external supply to the whole site is rated at 10MVA.

The data halls are served via feeds from High Voltage transformers and are also on UPS combined with diesel generators in case of mains power loss. Mechanical loads are fed by a separate set of High Voltage transformers which are also connected to UPS and the site generators, the IT load and rest of site is extensively sub-metered.

Secure access to the site is provided combined with CCTV surveillance; in addition there is a fire detection and suppression system, required to support the secure operation of the co-located data halls.
Document 2 – Eligible Process

• This should be a document describing only the eligible process being claimed for. Therefore it is primarily an extract from Document 1, “Process Description”.

• The document must be supplied in pdf format.

• Please ensure that your statement covers all of the eligibility requirements detailed previously.

• If you use any of the white space/racking for your own use, you also need to include a statement in the Eligible Process document to the effect that this has been classed as ineligible for purposes of the 70/30 evaluation.

Please see next page for an example Eligible Process Description
Eligible Process Example

[Organisation Name]

[Site Name], [Site Address]

**Eligible Process:**

The business activity at the [site name] site in [site location] is the leasing or licensing of a data facility which is being used as a data centre.

To maintain the safe operation of client’s computer equipment all of the data halls are atmospherically conditioned via:

- Computer room air conditioning (CRAC) units, with heat rejection via externally located free cooling chillers & air handling to provide positive pressurisation to the data halls

- Humidity control in accordance with ASHRAE data hall design conditions.

The site is capable of delivering 4.8 MW of IT power to approximately 4,000m² of net customer data centre space. The external supply to the whole site is rated at 10MVA.

The electricity is supplied by a back-up electricity supply of UPS combined with diesel generators when the mains supply is interrupted.

For the avoidance of doubt, please note that any servers that are for [organisation name]’s own use have been classified as ineligible for the purposes of the 70:30 evaluation.
Document 3 – Directly Associated Activities (DAAs)

- This should be a document describing *only* the Directly Associated Activities that are undertaken on site and essential to support the eligible process.

- The document must be supplied in pdf format.

- If any of the DAAs are implied as forming part of the service offering (lease or licence contract), as opposed to direct mechanical energy used to support the running of the IT equipment, then please include a statement in the DAA to this effect. Any energy usage claimed as a DAA will require this or an alternative robust justification for the claim. Examples of these types of contractual requirements are security systems, fire suppression, loading bays for clients to unload/install their equipment etc.

- Activities that could take place in another location remote from the eligible process (e.g. sales office) must be classed as ineligible and should not be included in this document.

Please see next page for an example DAA Document
[Organisation Name]

[Site Name], [Site Address]

**Directly Associated Activities:**

HV Switchgear/transformers
HV Generators
UPS & Battery Rooms
Air Cooled Chillers
CRAC cooling
Ventilation Systems
Essential Stores (24 hour on site maintenance kit)
24 hour CCTV and Security Systems
Fire Suppression System
Loading Bay

The terms of the service offering to the clients in the lease includes 24 hour on site security and fire protection. Therefore these are being claimed as Directly Associated Activities, as without them, the eligible business activity is unable to take place.

The loading bay has been included as the lease arrangements are such as that the clients are required to unload and install their own IT equipment.
Document 4 – Process Flow Map

- This should be a simple visual representation of the Process Description and should include the eligible activity.

- The document must be supplied in pdf format.

- It is helpful if the steps in the Process Flow are colour coded to show eligibility.

Please see next page for an example Process Flow Map
Document 4 – Process Flow Map Example

[Organisation name] leases or licences rack space/entire data suite to 3rd party/ies under a service and/or lease Agreement

3rd party installs their equipment in the leased/licensed space, connects to backed up power supply and network connections

[Organisation name] is responsible for the maintenance of the critical facilities infrastructure that supports the data centre suite to ensure the suite is secure, temperature & humidity controlled and provided with a stabilised UPS & Generator or DRUPS backed supply.

3rd party provides maintenance to their equipment

[Organisation name] operates a sales office and staff rest room

Eligible Process

Directly Associated

Ineligible
Document 5 – Annotated Site Plan

• The following slides depict example site plans for a fictitious data centre site.

• They show how to annotate a plan, whether it be a professional CAD drawing of the site or just a satellite image obtained from a website.

• It is important that all eligible, directly associated and ineligible areas are clearly identifiable, both by colour coding and annotation.

• Any ineligible areas identified on the site plan must map to entries in the 70/30 evaluation and vice-versa.

• Any areas on site that are fed by a separate energy supply and are the responsibility of/correct to another entity (e.g. Landlord supply to another business) must also be annotated.

• The whole of the site should be included within the plan and the boundary clearly marked. If there are two or more floors on site, include separate pages for the detail of each floor.

Please see following pages for example site plans and 70/30 mapping.
The 70/30 rule, Eligibility and Sub Metering

This is the area that causes the most confusion for applicants, as terms used can mean different things when applied to different calculations. We have tried to keep this as simple as possible to read and digest.

• Your site will consist of three categories of space/energy use – Eligible (co-lo IT), Directly Associated Activities and Ineligible (offices, rest rooms, car parks, IT racking for your own company’s use, etc).

• Firstly you need to assess whether you pass the ‘70/30 Rule’. To pass the rule, at least 70% of the total primary energy used on site needs to be used either by the CCA eligible process or in supporting the CCA eligible process (i.e. DAA).

• The most common approach to assessing the 70/30 rule, is to assess the ineligible primary energy and deduct it from the total primary site energy to show it is less than 30%.

  • If all ineligible areas are sub metered, then this is straightforward – use the meter readings for the ineligible areas to calculate the total primary ineligible energy.

  • If the ineligible areas are not sub metered, then you should estimate the usage by counting appliances x wattage x average usage to determine the kWh ineligible use. Average occupancy methodology is not acceptable.

Cont’d overleaf...

Primary energy = (2.6 x consumed electricity in kWh) plus other fuels consumed in kWh
The 70/30 rule, Eligibility and Sub Metering (2)

• If the ineligible primary energy is less than 30% of the total primary energy then by calculation the remaining primary energy; that used by and to support the CCA eligible process (i.e. the eligible and DAA), is more than 70%. The site has therefore passed the 70/30 rule.

• When a site passes the 70/30 rule, all of the energy used on site can be included in the CCA baseline and targets, hence it is all entitled to the maximum CCL discount and will all be excluded from CRC.

• If the site is very close to the 70% value, this will be scrutinised closely by the Environment Agency (so needs to be robustly measured).

• If you have passed the 70/30 rule, you do not need to extensively sub meter the site to prove the split between ineligible energy, eligible and DAAs. However you do still need to have sub meters installed to cumulatively measure the IT load. This is a requirement for all data centre CCAs – see “Note 04 Submetering” for further detail on this requirement.

• To undertake the 70/30 assessment, a standard spreadsheet is available or you can use your own. The assessment must be submitted as an excel spread sheet so that any calculations can be checked.

Please see next page for an example 70/30 Evaluation for the fictitious site
## 70/30 Evaluation where ineligible areas are not sub-metered

**Site Name:** A Datacentre  
**Unique Facility No.:** DAT/CH/001

**Site Details**

<table>
<thead>
<tr>
<th>Site Details</th>
<th>Delivered energy (kWh)</th>
<th>Primary energy (kWh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total site electricity used</td>
<td>11,620,523</td>
<td>29,962,362</td>
</tr>
<tr>
<td>Total site gas used</td>
<td>23,456</td>
<td>123,456</td>
</tr>
<tr>
<td>Total gas oil used</td>
<td>2,356</td>
<td>2,566</td>
</tr>
<tr>
<td>Diesel</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total site energy used</td>
<td>11,646,541</td>
<td>30,878,378</td>
</tr>
</tbody>
</table>

### Area Details

#### Reception
- **Appliance**: Lighting  
- **Energy type**: Electricity  
- **Wattage (W)**: 10  
- **KVA (wattage/1000)**: 0.010  
- **No of Appliances**: 16  
- **Hours of use per day**: 16  
- **No of days per week**: 5  
- **No of weeks per year**: 52  
- **Total Energy used (kWh)**: 7,860.00

#### Total Energy used in Reception
- **Total Energy used (kWh)**: 30,420.00

#### Total Energy used in Corridors
- **Total Energy used (kWh)**: 6,992.88

#### Total Energy used in Rest Area
- **Total Energy used (kWh)**: 6,779.46

#### Total Energy used in Toilets
- **Total Energy used (kWh)**: 328.01

#### Office
- **Total Energy used (kWh)**: 31,070.40

#### Car Park
- **Total Energy used (kWh)**: 28,290.00

#### Stores
- **Total Energy used (kWh)**: 1217

#### Customer Area
- **Total Energy used (kWh)**: 12,109.00

#### Data Centre
- **Total Energy used in Data Centre own non eligible IT**: 43,382.98

### Total Gas Consumption

- **Total Gas Consumption - All Gas Ineligible (kWh)**: 125,456.00

### Total Energy used in ineligible areas

- **Total Energy used at the site (primary kWh)**: 30,176,376.00
- **Total Energy used in non eligible areas (primary kWh)**: 151,100.48
- **Total Energy used in eligible areas (primary kWh)**: 29,326,285.62
- **Non eligible percentage**: 0.8%
- **Eligible percentage**: 99.2%

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**Climate Change Agreement for Data Centres**

**Application Supporting Documentation**
Supplying data for your CCA application if you have passed the 70/30 rule:

- For your CCA application, you need to provide figures for:
  - Total Site Energy, which will include all eligible, DAA and ineligible energy. (electricity, gas oil, etc)
  - IT Energy: This is the IT electricity load only as sub metered (can be before the UPS, between the UPS and PDU or after the PDU). Do not include DAAs but do include your own racking (although this is counted as ineligible for purposes of the 70/30, it is included in the IT Energy figure but only if you pass the 70/30 rule).

Eligible Energy\* (IT leased/licensed to 3rd party) = 50% of total site energy

DAAs = 40% of total site energy

Ineligible (inc own racking) = 10% of total site energy

Eligible Energy + DAA together (The ‘installation’) >= 70% so you can claim CCL discount against 100% of energy used on site, and 100% is out of CRC

IT Energy figure to report

Total Site Energy figure to report

*The EA also refers to the ‘eligible energy’ as the STU = Stationary Technical Unit
Supplying data for your CCA application **if you have FAILED the 70/30 rule:**

- You **must** separately sub meter the energy used for the eligible process and supporting DAAs, plus any additional 3/7ths of ineligible energy that you wish to claim. This includes sub meters installed to cumulatively measure the eligible IT load (co-lo IT).

- You cannot apply for a CCA until you have collated 12 months of sub metered data, unless you have a brand new site and therefore not had the opportunity to collect 12 months of data (i.e. it is a ‘greenfield’ site).

- You cannot claim DAAs that support your own IT racking as eligible energy. Where it is impossible to sub meter eligible and ineligible DAAs separately, e.g. where a single data hall contains both own use and co-lo racking, then you need to pro rata the DAA energy and provide detail of your methodology with your application.

- If you have failed the 70/30 for your CCA application, you need to provide figures for:
  - Eligible energy (i.e. 3rd party IT energy), and energy for DAAs required to support the 3rd party IT.
  - Because a site that passes the 70/30 rule gets up to an extra 3/7th of their site energy included in their CCA baseline and targets, a failing site is also allowed to claim an extra ‘3/7ths’ of ineligible energy in the CCA baseline and targets (but it must be sub-metered).
  - IT Energy: This is the co-lo IT electricity load *only* as sub metered before the UPS, between the UPS and PDU or after the PDU. Do not include DAAs or your own racking.
If you have failed the 70/30 rule and ineligible energy includes racking for your own use:

Example:

| Eligible Energy (IT leased/licensed to 3rd party) | 25% of total site energy |
| DAAs for colo racks | 22% of total site energy |
| DAAs for own racks | 18% of total site energy |
| Ineligible (own racking, offices etc) | 35% of total site energy |

STU + DAA together (The ‘installation’) <= 70% so you can claim CCL discount against eligible IT, % of DAA to support eligible IT and up to 3/7ths of this total against ineligible energy used on site. The additional energy must be sub-metered and readings from the additional meters must not exceed the 3/7ths threshold.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>Total maximum claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Energy kWh (Total elec, gas oil, etc)</td>
<td>Colo IT electricity kWh</td>
<td>Pro rata DAA kWh</td>
<td>Maximum additional 3/7ths kWh</td>
<td>671,429 kWh</td>
</tr>
<tr>
<td>1,000,000 kWh</td>
<td>250,000 kWh</td>
<td>220,000 kWh</td>
<td>201,429 kWh</td>
<td>(B3+C3+D3)</td>
</tr>
<tr>
<td>25% (250,000/1,000,000)</td>
<td>22% (220,000/1,000,000)</td>
<td>Maximum 3/7ths provision is (250,000+220,000)*(3/7)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional 3/7ths of installation energy e.g offices, ineligible DAA, etc <= (25+22) x (3/7)
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